

27 DEC 1976

MEMORANDUM FOR: Executive Advisory Group Members

SUBJECT: Minutes of the 21 December 1976 Executive Advisory Group Meeting

1. The Executive Advisory Group (EAG) met on 21 December 1976 to discuss two items on the subject of personnel management.


2. The first was a paper which had been previously circulated to EAG members (EAG 12/a) by the Director of Personnel, which proposed that supervisors be rated on their performance in handling initial assignments. This required the issuance of a notice and amendments to certain regulations and forms. The proposal was approved.

3. The second item was an oral presentation by [] and [] of the Office of the Comptroller, on the results of the recently completed Agency-wide personnel inventory. They provided EAG members a package of analytical tables displaying functional distribution and substantive targetting of the Agency's personnel, to which they directed their comments. A written analysis of the functional distribution was also provided. [] pointed out that the figures highlight the areas in which the Agency is using comparatively large groups of people—permitting evaluation of these circumstances and decisions regarding the personnel balance we prefer. She requested that EAG members consider the material and provide their ideas on potential areas for personnel savings at the EAG meeting on the FY 1979 Program next week, which will consider personnel, as well as funding, levels.

4. During the meeting, EAG members suggested reasons for several of the statistical comparisons which seemed to present anomalies. The statistics, for example, reflect tables of organization, not career service responsibilities. Mr. Wells mentioned that he was well aware of his directorate's large secretarial contingent and had already taken steps to restrict the hiring of new secretaries.

5. Mr. Knoche asked the Office of Personnel (OP) to examine statistical comparisons, particularly those dealing with clerical and line management ratios, in light of the experience of other organizations. After receiving OP comment, he intended to draft guidance on the subject of personnel

mix, which he would coordinate with EAG members. In the meantime, and in preparation for the next EAG meeting on personnel management in early January, he asked that the Management Advisory Group's recent paper on this subject be circulated to EAG members. It suggests, among other things, the establishment of an Office of Personnel Policy which would report directly to the DDCI. He asked the Comptroller to collaborate with OP in evaluating this latter suggestion.


James H. Taylor
Secretary
Executive Advisory Group

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cc: Mr. Janney

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EAG Agenda

27 December 1976

	<u>DATE</u>	<u>SUBJECT</u>	<u>OFFICER</u>
	Tuesday 12/28/76	Prospects for Covert Action	Mr. Wells
*	Wednesday 12/29/76	SIGINT (#10)	25X1A []
	Thursday 12/30/76	The 1979 Program	Mr. Taylor
	Monday 1/3/77	Visit to IBM Headquarters, White Plains, N.Y. (All Day)	Mr. May
*	Tuesday 1/4/77	Interim Report of OGC Task Force re Guidance to Employees	Mr. Lapham w/Mr. Waller
	Thursday 1/6/77	Personnel Management (#3)	Mr. Janney
		Briefing on PATB Testing	Mr. Blake
*	Tuesday 1/11/77	No meeting scheduled (DDCI unavailable)	
*	Thursday 1/13/77	No meeting scheduled (DDCI unavailable)	
*	Tuesday 1/18/77	Counterintelligence (#2)	[]
*	Thursday 1/20/77	No meeting scheduled (DDCI unavailable)	25X1A
*	Tuesday 1/25/77	Training	Mr. Blake
*	Thursday 1/27/77	EAG Appraisal	Mr. Knoche
*	Tuesday 2/1/77	Technical Support for the Operations Directorate (#2)	Mr. Dirks
25X1A *	Thursday 2/3/77	Space Assignment Policy	[]
*	Tuesday 2/8/77	ADP (#3)	Mr. Taylor & Mr. May
*	Thursday 2/10/77	Cover Arrangements	[]
25X1A	cc: []	Mr. Waller, []	Mr. Janney, 25X1A
25X1A	[]	Mr. May	

*Indicates new item or change of date since previous agenda

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